

# **ORDER FORM FOR** **PUBLICATIONS AND SUPPLIES**

**To place an order please call or email:**

**Elizabeth Hewitt**

**765-608-1202 or 1-800-452-4800 ext. 223,**

**Ehewitt@idoi.in.gov**

**Or fax to:**

**1-765-608-2322**

Please fill out the following information:

**Name** \_\_\_\_\_

**Site Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**What is this order being used for? (Example: Office, Health Fairs, Seminars, etc.)**

\_\_\_\_\_

*Please allow two weeks for processing your order.  
Shipments will be sent to address above.*

Date Requested: \_\_\_\_\_

Requestor: \_\_\_\_\_

Amount Requested	Item Description	Limit Set
	Client Contact Forms	
	Public & Media Forms	
	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	New to Medicare Brochure	
	Looking for a Speaker? Brochure	
	Becoming a Volunteer Brochure	
	Hard Plastic SHIP Display Case	
	Large Open Enrollment Stickers	
	Small Open Enrollment Stickers	
	Large Envelopes (9"x12")	
	Large Envelopes (10"x13")	
	Padded Envelopes	
	Envelopes (regular size)	
	Pre-Paid Postage Envelopes (regular size)	App. Req.
	Prescription Drug Rx Packet	
	Medicare Supplement Packet	
	Long Term Care Packet	
	Extra Help Packet	
	New to Medicare Client Packet	

❖ **Contents of Prescription Drug Rx Packets:**

	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	2014 Medicare Prescription Drug Plans for Indiana	
	Rx for Indiana Card	
	2014 Advantage Health Plans In Indiana	
	2014 Finding Help With Prescriptions Guide	
	Yearly Medicare Enrollment Review	

❖ **Contents of Medicare Supplement Packets:**

	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	What Is Medicare?	
	Questions You Should Ask When Considering A Supplement	
	2014 Medicare Supplements In Indiana	
	2014 Advantage Health Plans in Indiana	
	Medicare Advantage Plans: Managed Care Plan	
	2013 Choosing A Medigap Policy Book	

❖ **Contents of Long Term Care Packets:**

	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	Nursing Home Resident With A Spouse At Home	
	The 2014 Self Assessment Guide for LTC Insurance	
	Consumer Information Bulletin	
	Indiana Partnership LTC Policies	

Date Requested: \_\_\_\_\_

Requestor: \_\_\_\_\_

Amount Requested	Item Description	Limit Set
	Long Term Care Insurance in Indiana	
	What You Should Know About LTC	
<b>❖ Contents of Extra Help Packets:</b>		
	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	Medicare Savings Program Application w/ Help With Medicare Cost Brochure	
	Hoosier Rx Application with Insert	
	Extra Help Brochure with Application	
	\$0 Premium LIS Qualified Plans in Indiana for 2014	
<b>Hoosier Rx</b>		
	Bookmarks	
	Hoosier Rx Flyer	
<b>Social Security</b>		
	Bags	
	Brochure Display	
	What You Can Do Online Flyers	
	Boldly Go Brochures	
	Medicare Booklet	
	Understanding the Benefits Booklet	
	A Snapshot Booklet	
	Extra Help Brochure	
	Extra Help Application	
	Mouse Pads	
	Bookmarks	
<b>SMP</b>		
	Personal Health Journals	<b>50</b>
	Don't Be a Target of Healthcare Fraud Brochure	
	Medical Identity Theft and Medicare Fraud Brochure	
	Who Can Stop Medicare Fraud? You!	
	Stop Healthcare Fraud Flyer	
	SMP Jar Openers	<b>25</b>
	SMP Glasses Repair Kits	<b>25</b>
	SMP Pillboxes	<b>25</b>
	SMP Door Hangers	<b>100</b>
<b>FSSA</b>		
	Long term Care Under Indiana's Medicaid Program Brochure	
	Hearing & Appeals Under Indiana's Public Assistance Program Brochure	
	Grandparents with Custody of Their Grandchildren May Qualify for Hoosier Healthwise	

Date Requested: \_\_\_\_\_

Requestor: \_\_\_\_\_

Amount Requested	Item Description	Limit Set
<b>Generics</b>		
	My Medications List	
	What Are Generic Drugs? Brochure	
	FAQ About Generic Drugs Brochure	
	What Brand Name Companies Don't Want You to Know	
	Generics Quiz	
	Generics Brochure	
<b>Other Publications</b>		
	Go Green! Save Tax Dollars Card	
	Your Guide to Mental Health Benefits & Medicare	
	Preventive Services Brochure	
	Under 65 and Disabled Brochure	
	2014 Medicare at a Glance	
	COBRA Brochure	
	Veterans Affairs Booklet	<b>25</b>

❖ Contact your Area Manager for other educational materials and supplies.

Date Requested: \_\_\_\_\_

Requestor: \_\_\_\_\_

**Location to deliver:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**\* *Please allow two weeks upon request, for your order to be processed and delivered.***

\*Other items may be available upon request.

\*Please send your orders to Elizabeth Hewitt by **email** at ehewitt@idoi.in.gov, **call** at 765-608-1202,  
Or **fax** at 765-608-2322.

The Center for Medicare and Medicaid Services (CMS) has put a limit on the number of copies of Medicare And You 2014 that can be ordered. In order for your site to obtain copies easily you can order them from their website using the instructions below. You will be limited to twenty copies per order. There is an electronic version available also. CMS and Medicare are encouraging beneficiaries to use the electronic version if they are able to.

**Instructions for obtaining a username and password for CMS:**

1. Go to the CMS website: <http://pubordering.cms.hhs.gov/maillinglist/login.asp>
2. Scroll down to the bottom of the page, then click on NEW USER? Register here.
3. You will be instructed to send an email to [Mailpubs@cms.hhs.gov](mailto:Mailpubs@cms.hhs.gov). The email needs to state that you are a SHIP counselor requesting a password for ordering publications.
4. You will receive an email back from CMS. They will provide you with further instructions.

**Instructions to access the electronic version of Medicare and You 2014:**

1. Go to [www.medicare.gov](http://www.medicare.gov)
2. Click on Medicare and You 2014 on the left side of the screen.
3. Click on View Adobe PDF.

**If you have any questions or need assistance please call us at 1-800-452-4800.**

**Follow the prompts for SHIP counselors. We will gladly walk you through the steps.**